

EXAMPLE

To: State Director

From: Field Office Manager

Subject: Pesticide Records Search Findings

As directed by IM 2001- , the following procedure was undertaken in response to this request and a good faith search of documents within the possession or control of this field office was completed:

(insert procedure Field Office undertook to research files, types of records reviewed, etc.)

The following types of records were researched: (If no records exist, please state why)

The following amount of time was dedicated to this search:

Attached are the pages of copies of the requested information.

Field Office Manager

Date